MAINTAINING COMPUTER LABS/ PCs & STOREROOMS

MAINTAINING COMPUTER LABS, PCs & STOREROOMS

The Administrative Team strives to keep the campus always well-maintained.

A peek into the next few slides would give the reader an idea of how the computer labs, PCs in the computer labs and the storerooms can be maintained as per the Chitkara Standards.

Requesting you to kindly spend a few minutes to refer to these slides so we can be synchronized as regards maintaining our computer labs / PCs and storerooms.

COMPUTER LABS IN CAMPUS

- We have more than fifty computer labs in the campus. Every lab is assigned to a certain school/ department. The Lab in-charge would be responsible for ensuring maintenance of these labs. For cleanliness of the furniture & fixtures of the labs, the support of lab attendants /peons may be availed.
- All maintenance complaints should be taken up by the concerned in-charges and monitored till closure.
- HK support is provided for routine cleaning of the labs.

CLEANING PERSONAL COMPUTERS (PCs)

- Cleanliness of the PCs placed in these labs also need to be ensured. It helps improve life of the PCs.
- Support is provided by the Administration Team, for **vacuum cleaning** of the PCs.
- As per guidelines of Hon'ble Pro Chancellor, the PCs should be cleaned **at least once a month.**
- The labs could be in use for various sessions and hence date for vacuum cleaning of PCs needs to be finalised, monthly**, based on availability.**
- Every Lab in-charge is requested to liaise with the Administrative representative (harvinder.singh@chitkara.edu.in) and finalise on the date/time when the PCs can be vacuum cleaned.
- **KINDLY NOTE –** Process for cleaning of PCs of libraries and CCTV surveillance room would also be the same.

GLIMPSES OF HK STAFF
VACUUM CLEANING PCs IN COMPUTER LABS

MAINTENANCE POINTS TO BE TAKEN CARE OF, BY LAB IN-CHARGES –

- No loose wires or broken switches/ switchboards
- Furniture and fixtures should not be broken/torn and should be in good/ useable condition. Repair requirements may be taken up well in time.
- No extra furniture should be kept in the labs.
- No material/ notices to be stuck on/ hung on walls or doors or any furniture /fixture. Only notice boards/ pinup boards to be used for the same.
- No shifting of any furniture/fixture may be allowed from any lab, without the approval of Administration.
- Students /Staff may not be permitted to misuse any lab furniture/fixture.

STOREROOMS IN CAMPUS

- In our campus, almost all departments/schools/ colleges have storerooms. These are rooms where records and other important items are stored; and usually are not visited or accessed daily.
- Even when opened, all the areas of the room may not be accessed. Hence, termite infestation or rodent entry could go unnoticed. A delay in treating the same could lead to undesired damages/ loss of records.
- Further, the area would require dusting and cleaning also.
- These rooms are directly under the control of the concerned department/school/college and hence the keys are also held with them (In-charges as detailed).

CLEANING STOREROOMS

- The cleaning of storerooms may be ensured **at least once in a fortnight** through the HK staff. For this the store in-charge may kindly liaise with the concerned building Supervisors / Administrative Officers
- Maintenance requirements of the storerooms, may also be brought to their notice, by the concerned Store in-charges, for the required support.
- Continuous liaison would enable keep a track of the maintenance requirements, to ensure cleanliness and thus also keep rodents & termites at bay.
- Kindly note that cleaning of the storerooms shall be done **in the presence of the store in-charges** only.
- Details of the contact persons of Administration are provided in **Slide 12**.

GLIMPSES OF HK STAFF CLEANING STOREROOMS

S.no	Name of Buildings	Building Supervisors	Administrative Officers
1	Fleming Block	Ravinder Singh Mobile:9872602045 /ravinder.t2916860@chitkara.edu.in	Harbans Singh Mobile:9501105650 harbans.singh@chitkara.edu.in
2	Waste yard & Admin Store	Gurwinder Singh Mobile:8360716703 /singh.gurwinder@chitkara.edu.in	
3	Picasso Block	Gurpreet Singh Mobile:9872307256 /singh.gurpreet@chitkara.edu.in	Gurjeet Singh Mobile:9914138206 gurjit.singh@chitkara.edu.in
4	Hello Future		
5	Bloom Block	Gurmeet Singh Mobile:987771675 /singh.gurmeet@chitkara.edu.in	
6	Babbage Block	Gaurav Kumar Mobile:7814373397 /gaurav.kumar@chitkara.edu.in	Rattandeep Singh Mobile:7888834043 rattandeep.singh@chitkara.edu.in
7	Le-Corbusier Block		
8	Turing Block	Jagteshwar Singh Mobile:9041283300 /jagteshwar.singh@chitkara.edu.in	
9	De-Morgan		
10	Newton Block	Harvinder Singh Mobile:9855969430/ harvinder.singh@chitkara.edu.in	Balwinder Singh Mobile:8427211747 balwinder.singh1@chitkara.edu.in
11	Edsion Block		
12	Galileo Block	Yogesh Kumar Mobile:8872443104 /yogesh.k@chitkara.edu.in	
13	Workshop		
14	Explore Hub	Sukhvir Singh Mobile:9041579326 / sukhvir.singh@chitkara.edu.in	
15	CAAN Office		
16	Sportorium	Gurpreet Singh Mobile:9876407776 / s.gurpreet@chitkara.edu.in	Anupinder Singh Walia Mobile:8427106010 anupinder.walia@chitkara.edu.in
17	Exploretorium		
18	Tesla Block	Bhupinder Singh Mobile:8568875388 /bhupinder.singh@chitkara.edu.in	